

**NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION  
ANNUAL BUSINESS MEETING  
GREEN BAY, WISCONSIN**

**MINUTES (Approved)  
September 29, 2011**

Note: All documents mentioned as appendixes were distributed to NCBEA members and are attached to the original set of these minutes, which are filed in the Secretary's Handbook.

The NCBEA Annual Business Meeting was held in Green Bay, Wisconsin, at the KI Convention Center/Hotel Sierra during the Wisconsin Business Education Association annual conference. The meeting was called to order at 8:02 p.m. by President Margaret Erthal. There were approximately 50 members present.

**WELCOME AND INTRODUCTIONS**

President Margaret Erthal welcomed everyone to the meeting and to the conference.

**APPOINTMENT OF PARLIAMENTARIAN/DETERMINATION OF VOTING PRIVILEGES**

For this meeting, President Margaret Erthal appointed Karen Drage as parliamentarian.

**APPROVAL OF APRIL 21, 2011, MINUTES**

The minutes of the New Orleans Annual Business Meeting (2<sup>nd</sup> of the year) were pre-approved by the committee of Jason Hendrickson, Christy Culver, and Debbie Stanislawski. Corrections were pointed out during this meeting. Rose Kuceyeski motioned to accept the minutes with corrections. Seconded by Stella Hull. Motion carried. President Erthal will appoint a committee that will be responsible for approving the minutes of this business meeting.

**OFFICERS' REPORTS**

President – Margaret Erthal

Margaret just mentioned that the summer workshop was a great success and told those in attendance of next year's summer workshop date.

President-Elect – Sue Elwood

Sue reported that five state presidents attended the state president's meeting: Linda Harper from Illinois, John Dawson from Indiana, Beth Sindt from Iowa, Felicia McMiller from Ohio and Michelle McGlynn from Wisconsin. She had a great meeting with state presidents.

#### Past-President – Karen Drage

Karen informed those in attendance that the Past-Presidents' meeting would occur right after this business meeting.

#### NBEA Representative – Cathy Carruthers

Cathy stated that the NBEA Board will be meeting the first week in November. All NCBEA members have received information regarding the webinars that will be presented in the upcoming months. Cathy discussed the topics of the webinars. She highly encourages all members to participate in the webinars. Please register for the webinars as soon as possible.

#### NCBEA Membership Director – Sharon Fisher-Larson

Nothing new to report.

#### Treasurer – Twana Hulan

Twana gave out copies of the Treasurer's report to all members. She highlighted the beginning balances, income, expenses, and the checkbook balance. See Appendix A for copies of her report.

#### ISBE Representative – Barb Bielenburg

Barb encouraged all members to come to Denver, Colorado, for the ISBE conference. She encouraged all to stop by the booth and sign up (pay dues) if you have not already become a member of ISBE.

#### Awards – Linda Harper/LouAnn Knorr

Awards will be given out tomorrow during the luncheon. Linda and the committee have done some plaque shopping to find a better price. Linda presented Karen Drage for her service award as president of NCBEA. Karen received a nice plaque, and pictures were taken. Linda has encouraged everyone to nominate individuals for next year.

#### Budget – Twana Hulan

Twana mentioned that there were two budgets given out to all members. She highlighted the balances and pointed out that although budget#1 might not seem like much, that this is only, three months into the fiscal year.

#### Legislative –Cathy Carruthers

Cathy mentioned that all conference attendees could find a copy of the tips and tools advocacy report in their conference bag. Part of the conference work is to have state legislative work at each conference, not only at regional conferences. Be sure to look at state listservs and pass on information when we need to be making calls.

### Marketing – Christy Culver

Christy mentioned that webinar topics are being put together. Christy noted that we would be putting some proposals out to gather those that would like to present. Margaret mentioned that we need to keep this committee going. It allows our members to provide feedback.

### Membership – Sharon Fisher-Larson

Sharon stated that membership is membership. Sharon mentioned that our membership directors are working hard and asked if you have any ideas on how to promote NCBEA, contact them. She mentioned that it only costs 22 cents a day (for membership). \$80 is gone so fast, with all that is offered to the membership. She highlighted membership services. The membership directors had a great meeting, and they are challenged to gather at least one member a month.

### Nominations – Karen Drage

Karen stated that nomination forms were handed out and you can get them from the website too. She mentioned that we are looking for a treasurer, president-elect, and student representative. Questions should be directed to Karen for clarifications.

### Program of Work – Margaret Erthal

Margaret mentioned that there is some more work to be done on this document with Sue Elwood.

### Publications – Matt White/Sue Elwood

The Publication Committee will be working together in the next month. Upcoming topics for the newsletter for both spring and winter are needed including other topics about what the membership is looking for in the upcoming months. Margaret mentioned we need a theme for the newsletter.

### Strategic Planning – Margaret Erthal

Margaret mentioned that we need to get more young people involved in the organization. We need to continue to promote the membership and opportunities. We need to encourage people to not only have to be a member, but a leader in the organization too.

### By-Laws – Sharon Fisher-Larson

Sharon reported that the proposed by-law changes were made to correct some issues that were not completed properly. Sharon clarified the changes that were proposed in the by-laws. Sharon mentioned that most of the by-law changes have to do with the clearing up of wording. Sharon provided the summary and asked for clarification. Seeing none, the committee asked for a vote on approval of the by-law changes.

Larry Pagel moved that the by-laws be “referred to the by-laws committee and proposed at the April board meeting.” Karen Drage seconded. Motion carried.

Barb Bielenberg moved that “we change Article VI, Section 2, by changing ‘f’ to ‘h’ and deleting ‘and the representative of ISBE from the North Central Region’ and adding to ‘f’ ‘the ISBE Representative from the North Central Region,’ so the ISBE representative is a voting member.” Sue Elwood seconded. Motion carried.

## **NEW BUSINESS**

### Communication Concerns – Maurice Henderson

Maurice commented on some communication concerns regarding how the conference information was displayed and communicated to the membership. Maurice asked what protocol has NCBEA done to ensure membership communication on conference committees is clear? Margaret felt the same way. She tried to get information from Wisconsin’s conference committee, but only received a big amount of communication two weeks prior to the conference. Maurice went on to say that he was concerned that the newsletter was not providing more conference information. Margaret asked Karen Drage if the same thing happened in Minnesota. Karen said it is part of the combined conference. Barb Bielenburg (ISBE) provided that if you went to the state website, you would find more information. Sharon mentioned that there is duplication for Indiana and NCBEA websites for our conference next year.

The meeting was adjournment at 8:32 a.m.

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Dena Irwin, Secretary

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Jason Hendrickson, Acting Secretary

Appendix A (Twana Hulen, Treasurer's Report Documentation)

9/28/2011

Cash Flow  
7/1/2011 through 6/30/2012

Page 1

Category Description	7/1/2011- 6/30/2012
<b>INFLOWS</b>	
410 - Membership	1,704.00
416 - NCBEA Workshops	2,550.00
420 - Fundraisers	200.00
430 - Special Publications Income	94.50
440 - NBEA Professional Dev. Partnership	200.00
<b>TOTAL INFLOWS</b>	<b>4,748.50</b>
<b>OUTFLOWS</b>	
611 - Workshop Meals	1,308.00
613 - Workshop Misc	47.40
615 - Share of NBEA Board	840.44
633 - Awards - Recognition Committee	160.00
641 - President's Travel Expense	1,299.23
643 - Treasurer's Expense	21.70
672 - NCBEA New Prof. Dev. Stipend Exp.	400.00
<b>TOTAL OUTFLOWS</b>	<b>4,076.77</b>
<b>OVERALL TOTAL</b>	<b>671.73</b>

9/28/2011

Cash Flow  
7/1/2010 through 6/30/2011

Page 1

Category Description	7/1/2010- 6/30/2011
<b>INFLOWS</b>	
Uncategorized	0.00
410 - Membership	6,727.50
415 - NCBEA Convention Rebate	1,160.00
418 - NCBEA Past Presidents Stipend	490.00
420 - Fundraisers	1,027.50
425 - Miscellaneous	20.00
430 - Special Publications Income	2,947.75
440 - NBEA Professional Dev. Partnership	1,300.00
<b>TOTAL INFLOWS</b>	<b>13,672.75</b>
<b>OUTFLOWS</b>	
610 - Administrative Board	2,865.29
615 - Share of NBEA Board	1,346.38
630 - Membership Committee	1,007.27
633 - Awards - Recognition Committee	426.19
640 - President's Expenses	22.00
641 - President's Travel Expense	1,381.61
643 - Treasurer's Expense	122.05
665 - NBEA Election Ballots Expense	884.77
668 - NCBEA Board at NBEA Conv. Exp.	1,799.23
670 - NCBEA Convention Expense	26.82
671 - NBEA Prof. Dev. Partnership Exp.	1,200.00
672 - NCBEA New Prof. Dev. Stipend Exp.	200.00
685 - Special Publications Expense	366.38
<b>TOTAL OUTFLOWS</b>	<b>11,647.99</b>
<b>OVERALL TOTAL</b>	<b>2,024.76</b>

**NCBEA 2011-2012 Budget & Income Statement**

**Budget #1**

Prepared : 4/15/2011

Approved: 4/19/2011

	2011-12 Budget	2011-12 Actual	Difference
	7/1/11 -6/30/12	7/1/11-9/26/11	7/1/11 -9/26/12
<b>INCOME:</b>			
410 Membership	\$ 7,500.00	\$ 1,704.00	\$ 5,796.00
415 NCBEA Convention Rebate			\$ -
416 NCBEA Workshop, Chicago	\$ 5,000.00	\$ 2,550.00	\$ 2,450.00
418 NCBEA Past Presidents' Sponsored Stipend	\$ 400.00	\$ -	\$ 400.00
420 Fundraisers Income	\$ 1,200.00	\$ 200.00	\$ 1,000.00
422 Interest Income			\$ -
425 Miscellaneous Income			\$ -
430 Special Publications (CD ROM's)	\$ 3,000.00	\$ 94.50	\$ 2,905.50
440 NBEA Professional Development Partnership	\$ 1,600.00	\$ 200.00	\$ 1,400.00
442 NBEA President's Reception at NBEA			\$ -
445 Transfer from Checking Accounts/Investments	\$ 1,000.00		\$ 1,000.00
<b>TOTAL INCOME</b>	<b>\$ 19,700.00</b>	<b>\$ 4,748.50</b>	<b>\$ 14,951.50</b>
<b>EXPENSES:</b>			
610 Administrative Board Meetings	\$ 3,200.00	.	
NCBEA SUMMER WORKSHOP			
611 NCBEA Workshop, meals for attendees	\$ 2,400.00	\$ 1,308.00	\$ 1,092.00
612 NCBEA Workshop Speakers travel and meals	\$ 200.00		\$ 200.00
613 NCBEA Workshop, Misc (Copies, etc.)	\$ 100.00	\$ 47.40	\$ 52.60
615 Share of NBEA Board Expenses	\$ 1,250.00	\$ 840.44	\$ 409.56
620 Newsletter Expense		\$ -	\$ -
COMMITTEES			\$ -
630 Membership	\$ 2,400.00		\$ 2,400.00
631 Marketing/Linkages	\$ 25.00	\$ -	\$ 25.00
632 Handbook/Bylaws		\$ -	\$ -
633 Awards/Recognition	\$ 300.00	\$ 160.00	\$ 140.00
635 Program of Work	\$ 25.00	\$ -	\$ 25.00
OFFICERS			\$ -
639 Past President's Expense	\$ 25.00	\$ -	\$ 25.00
640 President's Expense	\$ 50.00		\$ 50.00
641 President's Travel Expense	\$ 2,000.00	\$ 1,299.23	\$ 700.77
642 Secretary's Expense	\$ 10.00	\$ -	\$ 10.00
643 Treasurer's Expense	\$ 115.00	\$ 21.70	\$ 93.30
644 Treasurer's Audit Expense	\$ 200.00	\$ -	\$ 200.00
645 Membership Director Expense	\$ 1,000.00		\$ 1,000.00
655 Legislative Expense	\$ -	\$ -	\$ -
660 Miscellaneous Expense	\$ -	\$ -	\$ -
665 NBEA Election Ballots Expense	\$ 900.00		\$ 900.00
667 NBEA Convention Expense (Guests)	\$ 300.00	\$ -	\$ 300.00
668 NCBEA Board Meeting at NBEA	\$ 2,400.00	\$ -	\$ 2,400.00
669 NBEA Conv. Past Presidents Event (Breakfast)	\$ 200.00	\$ -	\$ 200.00
670 NBEA Convention Expense			\$ -
671 NBEA Professional Development Partnership	\$ 1,600.00		\$ 1,600.00
672 NCBEA New Prof. Dev. Stipend (Past Pres.)	\$ 400.00	\$ 400.00	\$ -
673 NBEA Presidents Reception at NBEA Expense		\$ -	\$ -
674 NCBEA Meeting Facilities at NBEA	\$ 100.00	\$ -	\$ 100.00
685 Special Publications Expense	\$ 500.00		\$ 500.00
Transfer to CD		\$ -	\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 19,700.00</b>	<b>\$ 4,076.77</b>	<b>\$ 15,623.23</b>
<b>NET INCOME</b>	<b>\$ -</b>	<b>\$ 671.73</b>	

**Balance Statement, September 26, 2011**

CHECKING ACCOUNT BALANCE	\$18,531.30
MONEY MARKET ACCOUNT BALANCE	\$ -
CERTIFICATE OF DEPOSIT	\$ -
	<u>\$18,531.30</u>

## NCBEA 2010-2011 Budget & Income Statement

Prepared 3/27/2010

Approved: 3/30/2010

	2010-11 Budget 7/1/10-6/30/11	2010-11 Actual 7/1/10-3/29/2011	Difference 6/30/2011
<b>INCOME:</b>			
410 Membership	\$ 8,000.00	\$ 6,727.50	\$ 1,272.50
415 NCBEA Convention Rebate		\$ 1,160.00	\$ (1,160.00)
418 NCBEA Past Presidents' Sponsored Stipend	\$ 400.00	\$ 490.00	\$ (90.00)
420 Fundraisers Income	\$ 1,500.00	\$ 1,027.50	\$ 472.50
422 Interest Income	\$ 50.00		\$ 50.00
425 Miscellaneous Income		\$ 20.00	\$ (20.00)
430 Special Publications (CD ROM's)	\$ 2,500.00	\$ 2,947.75	\$ (447.75)
440 NBEA Professional Development Partnership	\$ 1,600.00	\$ 1,300.00	\$ 300.00
442 NBEA President's Reception at NBEA	\$ -		\$ -
445 Transfer from Checking Accounts/Investments	\$ 1,935.00		\$ 1,935.00
TOTAL INCOME	\$ 15,985.00	\$ 13,672.75	\$ 2,312.25
<b>EXPENSES:</b>			
610 Administrative Board Meetings	\$ 3,200.00	\$ 2,865.29	\$ 334.71
615 Share of NBEA Board Expenses	\$ 1,000.00	\$ 1,346.38	\$ (346.38)
620 Newsletter Expense		\$ -	\$ -
Committees			\$ -
630 Membership	\$ 2,600.00	\$ 1,007.27	\$ 1,592.73
631 Marketing/Linkages	\$ 200.00	\$ -	\$ 200.00
632 Handbook/Bylaws	\$ 100.00	\$ -	\$ 100.00
633 Awards/Recognition	\$ 300.00	\$ 426.19	\$ (126.19)
635 Program of Work	\$ 50.00	\$ -	\$ 50.00
Officer's			\$ -
639 Past President's Expense	\$ 75.00	\$ -	\$ 75.00
640 President's Expense	\$ 100.00	\$ 22.00	\$ 78.00
641 President's Travel Expense	\$ 2,500.00	\$ 1,381.61	\$ 1,118.39
642 Secretary's Expense	\$ 10.00	\$ -	\$ 10.00
643 Treasurer's Expense	\$ 150.00	\$ 122.05	\$ 27.95
644 Treasurer's Audit Expense	\$ 25.00	\$ -	\$ 25.00
655 Legislative Expense	\$ 25.00	\$ -	\$ 25.00
660 Miscellaneous Expense	\$ 100.00	\$ -	\$ 100.00
665 NBEA Election Ballots Expense	\$ -	\$ 884.77	\$ (884.77)
667 NBEA Convention Expense (Guests)	\$ 300.00	\$ -	\$ 300.00
668 NCBEA Board Meeting at NBEA	\$ 2,400.00	\$ 1,799.23	\$ 600.77
669 NBEA Conv. Past Presidents Event (Breakfast)	\$ 250.00	\$ -	\$ 250.00
670 NBEA Conction Expense		\$ 26.82	
671 NBEA Professional Development Partnership	\$ 1,600.00	\$ 1,200.00	\$ 400.00
672 NCBEA New Prof. Dev. Stipend (Past Pres.)	\$ 400.00	\$ 200.00	\$ 200.00
673 NBEA Presidents Reception at NBEA Expense		\$ -	\$ -
674 NCBEA Meeting Facilities at NBEA	\$ 100.00	\$ -	\$ 100.00
685 Special Publications Expense	\$ 500.00	\$ 366.38	\$ 133.62
Transfer to CD		\$ -	\$ -
TOTAL EXPENSES	\$ 15,985.00	\$ 11,647.99	\$ 4,363.83
NET INCOME	\$ -	\$ 2,024.76	

### Balance Statement 30-Jun-11

CHECKING ACCOUNT BALANCE	\$17,459.57
MONEY MARKET ACCOUNT BALANCE	\$ -
CERTIFICATE OF DEPOSIT	\$ -
	<u>\$17,459.57</u>